

**Montgomery County Recreation**  
Countywide Programs Team  
4010 Randolph Road, Silver Spring, Maryland 20902  
240.777.6870 Fax Number: 240-777-6816  
**Summer Employment Interest Form**

***If you are inquiring about seasonal employment with the Recreation Department, follow these easy steps:***

- Read this information carefully
- **Complete and email this form to Recreation.Jobs@montgomerycountymd.gov**
- If your skills match our needs, a Recreation Specialist will contact you to set up an interview (Note: The selection process may take several weeks, and an interview is not guaranteed.)
- Work hours vary from 20-40 hours per week depending on program assignment.
- **You must be at least 16 years old to be considered for employment**

### **Program Overviews**

#### **Cool Ventures**

- Cool Ventures provide games, crafts, swimming, drama, special events and sports ages 6-12.
- Cool Ventures operate for six weeks: 7/2/-8/10/18 (Note: closed Wednesday, July 4)
- Directors and Assistant Directors have weekly staff meetings with Recreation Specialist.
- Mandatory training will be held in May and June during the afternoons or evenings and may include 2 Saturday sessions.

#### **Therapeutic Recreation Camps**

- There are many exciting Therapeutic Recreation camps for ages 4-21 with disabilities.
- Most camps go swimming one to two times per week and take one field trip per session.
- Camps operate between two to seven weeks, depending on camp: 6/25-8/10/18 (Note: closed Wed., July 4)
- Work hours vary depending on camp: 8:45am to 3:45pm or 12:15pm to 6:15pm, Monday through Friday
- Mandatory trainings will be held in May and June during the afternoons or evenings and may include 2 Saturday sessions.

#### **Summer Fun Centers (SFC)**

- SFC's provide arts, crafts, sports, games, and special events; Program will go on a few scheduled field trips
- SFC's operate for six weeks: 7/2/-8/10/18 (Note: closed Wednesday, July 4)
- Work hours vary from 7:45 am to 6:15 pm for sites, Monday through Friday.
- The staff-to-camper ratio is 1:15.
- Hours for SFC's: Camp Directors/Assistants is 40 hours/week; staff hours may vary.
- Mandatory training will be held in May and June during the afternoons or evenings and may include 2 Saturday sessions.

#### **Pay Information**

- You will be paid every two weeks, but the check will arrive two weeks after your actual work.
- The Agreement will indicate the pay level you are being offered. You will be offered a pay level (below) that reflects the position's level of responsibility and/or your experience.
- Therapeutic Recreation Camp position salaries may vary from below rates

| <u>Position</u>         | <u>Grade</u> | <u>Pay Range</u> |
|-------------------------|--------------|------------------|
| Camp Counselor          | Grade S1-S4  | \$11.50          |
| Assistant Camp Director | Grade S5     | \$12.64          |
| Camp Director           | Grade S6     | \$15.28          |

#### **CPR and First Aid**

- Summer Fun Centers have at least 4 staff certified on site at all times.
- You may arrange for your own training or attend one of the training sessions scheduled by the Recreation Department. It is your responsibility to get the appropriate certifications. You must give a copy to your supervisor before camp starts.
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# Summer Employment Interest Form (continued)

## POSITION YOU ARE APPLYING FOR: (please check all that apply)

Director ☐

(must be at least 21 years old)

Assistant Director ☐

(must be at least 21 years old)

Counselor ☐

(must be at least 16 years old)

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_  
(Month/Day/Year)

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

What grade are you in school? : \_\_\_\_\_

### Have you applied online (iRecruitment)?

☐ Yes ☐ No (If you answered no, please apply now)

Resume must be attached.

Summer staff are expected to attend up to 24 hours of orientation in May and June and work six weeks beginning July 2 – August 10, 2018. Are you able to arrange your personal schedule around these dates?

☐ Yes ☐ No

Language proficiencies other than English, if any: \_\_\_\_\_

### Please give details below about your previous employment or volunteer experiences

Name of Program: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employment Dates: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Name of Program: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employment Dates: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

### Check all programs that interest you

☐ Camps ☐ Summer Fun Centers ☐ Cool Ventures ☐ Therapeutic camp

### Tell us which activities you have experience leading:

☐ sports ☐ music ☐ drama ☐ art  
☐ science ☐ dance ☐ games ☐ crafts  
☐ swimming ☐ special events

### Share any additional information you would like that is not addressed above:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did you hear about us? (please be specific) \_\_\_\_\_

:New folder\Countywide Programs\Camps\2018 Summer